

Chief, Personnel Division

2 May 1947

Chief, Fiscal Section

Control On Lump Sum Leave Payments Effected To
Employees Transferring From Other Government Agencies

Reference is made to our discussions relative to establishing a proper control for recovering monies from personnel transferring from other government departments who have received a lump sum settlement for their annual leave from the agency from which they transferred.

As you will recall a proposed form was recently developed, and transmitted for your consideration, which would be executed by the employee transferring and the appointing official at the time the individual entered on duty with the Central Intelligence Group. You raised objection to the certificate required of the appointing officer, at which time the matter was given further consideration in this office. It has been determined that the certificate of the appointing officer was not absolutely necessary and a certification has been drafted and approved by the

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[redacted] for completion by employees being transferred to the Central Intelligence Group from other government agencies at the time of entrance on duty. The Form is identified by No. 34-23, and a supply is attached.

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It will be appreciated if you will place these forms in the hands of the appropriate official in the Civilian Personnel Division to insure that it is completed for each employee entering on duty with the Organization who has had previous government service within six months immediately prior to entrance on duty here. It is desired that the completed Form No. 34-23 (Lump Sum Settlement Certification) be attached to Form No. 50, normally furnished to the [redacted] before it is released to the paying office.

If you should desire any explanation with respect to the above you may contact the undersigned or the Chief, [redacted] in the Fiscal Office.

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[redacted]
Chief, Fiscal Section

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Attachments

25X1A9A [redacted]

shw:
Mr. Saunders via [redacted]
F.P.U.
Pay Roll
File

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Document No.	039
No Change in Class. <input checked="" type="checkbox"/>	
<input type="checkbox"/> Declassified	
Class. Change To: R S C	
Auth: HR 70-2	
Date: NOV 2 1978	By: [redacted]